

Cable Secretariat

Accomplishments

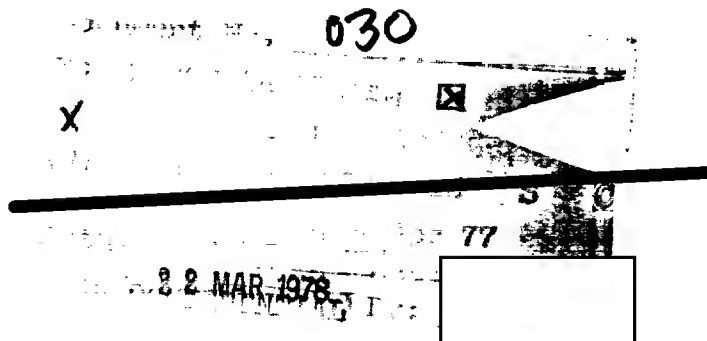
Revised cable forms in order to eliminate the use of preprinted paper.

STAT Revised Agency Regulation  to establish the basic cable policy of the Agency.

Objectives

Assist in the overall Agency effort to reduce cable traffic by diverting cables to pouch channels whenever practical.

Explore the possibility of realizing savings through mechanical preparation of cable receipts and the use of an improved Hectograph master.



STAT

Office of the Auditor-in-Chief

Accomplishments

Prepared Agency Regulations [ ] setting forth the responsibilities of the Auditor-in-Chief and the scope of audit operations both at Headquarters and overseas.

STAT

Objectives

A Management Survey will be undertaken to reorganize the Office in a manner conforming to the demands of the work and to determine the staffing required for performance of the function.

A manual for use by personnel of the Audit Office will be prepared for the purpose of standardizing audit procedures throughout the Agency.

## Medical Office

### Accomplishments

Reviewed items of medical supplies used throughout the Agency and reduced approximately 5000 items carried in stock to about 2500 line items. Also provided for standardization of these items under genuine names rather than trade names.

Initiated a stock rotation plan to prevent deterioration and spoilage of drugs and pharmaceuticals carrying expiration dates.

Standardized medical kits used for field operations.

### Objectives

A Management Survey will be undertaken for the purpose of reviewing and improving the organization and staffing of the Medical Office.

A major effort will be directed toward refinement of psychiatric and psychologic standards for Agency personnel.

The program of annual physical examinations will be well under way for personnel in grades GS 12 and above.

It is planned to establish a Medical Registrar to consolidate the numerous medico-administrative responsibilities now dispersed throughout the professional staff.

Office of Personnel

Accomplishments, Fiscal Year 1954

Economies were effected by the consolidation of two separate records organizational elements and employee services functions by simplification and standardization of procedures.

Agency personnel utilization has been improved by the installation of a comprehensive and integrated in-service placement program, which has provided for Placement Officers assisting operating officials in the assignment and development of their personnel.

Employee services have been increased by providing improved hospitalization and a life insurance plan for all Agency personnel.

Objectives for Fiscal Year 1955

Effort will be directed towards strengthening the Agency Career Staff and developing criteria for use in selecting individuals who will participate in this program.

The mobilization planning program for the development and preparation of sound manpower requirements in the event of an emergency will be continued.

Management Improvement Accomplishments and Objectives

Logistics Office

Accomplishments, FY 1954

A Management Survey of the entire Office was completed which resulted in organizational and staffing changes designed to clarify and refine functional responsibilities and improve manpower utilization.

A Classification Survey of all Logistics Office positions was completed.

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Logistical support base studies were completed for [REDACTED]

[REDACTED]

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A total of 56 Agency Logistics Regulations were developed and published covering various aspects of logistics operations.

A Materiel Reference Data Manual of 735 major supply items was completed and distributed.

Objectives, FY 1955

Develop and issue a logistics planning manual for use by operational personnel in the development of logistics support plans.

Complete initial coverage of logistics policies and procedures in appropriate Agency regulatory issuances over and above the 56 already published.

To write "Standard Operating Procedures" for the operating divisions of Logistics Office to effect maximum manpower utilization.

## Office of Training

### Accomplishments

Completed an interim reorganization reducing the number of operating Divisions from ten to eight pending a Management Staff Survey.

A Management Survey was undertaken having as its objective improved control of the training function by the Director of Training, such reorganization as may be necessary, and a review of staffing requirements for performance of the training function.

Decentralized the administration of psychological tests to JOT candidates resulting in savings in travel expense and expediting consideration of individual candidates.

### Objectives

Completion of the Management Survey described above which will include reorganizing the operating elements of the Office into four schools and the establishment of staffing requirements.

Establishment of a method whereby operating personnel of other components of the Agency may be assigned for tours of duty with the Office of Training as instructors in various highly specialized fields.

## Security Office

### Accomplishments, Fiscal Year 1954

A Management Survey of the entire Office was initiated which is ultimately expected to result in an improved organizational structure, and review of staffing requirement for performance of the security function.

Additional use has been made of machine methods and the Agency badge records have been placed on electric accounting machines.

Two manuals have been prepared, one for headquarters and one for the field, in which investigative standards and uniform procedures for all clearance work is clearly set forth.

### Objectives, Fiscal Year 1955

Completion of the management survey which is expected to result in an improved organization and equitable distribution of manpower consistent with current workload.

Develop a system in cooperation with Public Building Service to permit better control over expenditures for reimbursable guard service.

Prepare and issue a manual for the guidance of Security Officers overseas and detailed to Headquarters components other than Security Office.

Office of the Comptroller

Accomplishments for Fiscal Year 1954

Eliminated a photo plate process for the reproduction of the Agency Financial Statement and substituted the use of direct offset plates thereby substantially reducing the cost of the preparation of these reports.

Developed and installed a business type budget procedure for the proprietary activities.

Initiated quarterly reports on Proprietary, Subsidy and Special Projects so as to provide all interested Agency elements with current information regarding the status of these projects.

Extended application of machine records procedure for maintaining financial and accounting control over Agency property.

Reduced annual rental of all tabulating equipment by \$26,853 thru improvements in operating procedures, machine utilization and scheduling.

Devised a continuous form for use in reprinting unvouchered payroll change notices by machine. Estimated savings of 120 man hours each month.

Designed new card form for employee earnings and deductions. Estimated annual savings \$2,000.

Developed an Agency position control register whereby Management can be given an over-all Agency report of tables of organization versus assigned personnel, unassigned personnel, vacant positions, and other related studies.

Installed machine procedures for indexing and controlling Agency forms.

Revised all existing personnel reports to include more pertinent information than was formerly given in separate reports.

Devised and issued 14 new Financial reports.

Developed Manual of General Ledger Accounts for the Fiscal Division.

Developed Handbook for Finance Division setting forth procedures for completely decentralizing accounting operations relating to confidential funds.

Developed and installed a procedure for decentralized control records over confidential funds allotments by allottees in all staff and area Divisions of DD/P.



Developed a Property Authorization Control Record to control the volume of property withdrawn from Agency stores against each project authorization.

Designed and installed complete accounting and systems in eight Agency special projects and instructed personnel in the operations of the systems.

X Assisted in developing new or revised plans for the administrative control over approximately 140 special project activities which utilize Agency funds.

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Developed a new Accounting and Reporting Procedure for all the larger field installations.

Developed interim procedure to improve recordation on Agency books of real estate and construction activities under Agency control.

Procedure prescribed for the maintenance of suspended leave accounts for individuals whose cover precludes utilization of leave before forfeiture is required.

Responsibility for payment of allowances to field personnel decentralized to larger field installations and complete procedures issued for operations at field stations.

A formalized clearance procedure was installed to insure that accounts of personnel separating from the Agency were closed or action to clear the accounts was initiated.

Consolidated the time, leave, pay and retirement functions formerly handled by a number of payroll groups into one section.

Devised method for establishing monthly weighted performance standards for Key Punch and Verifying Machine Operators.

Management Staff initiated a Work Measurement Survey in four of the Finance Division Branches.

#### Objectives for Fiscal Year 1955

Improvement in the content and format of the quarterly Agency Financial Statement.

Further refinement of the preliminary and operating budget procedures.

Preparation and issuance of a complete budget manual in regulation form to replace budget notices.

X Improvement of budgeting as an information tool of control by developing a budgetary reporting system designed to give an analytical comparison of the actual operating results with the budget plan.

X Further coordination of accounting and budgetary data in order to improve the cost information on which operating analyses and operating policy decisions can be made.

X Study the possibility of using electronic data processing machines in order to increase efficiency and decrease costs.

Establish for the DD/P a position file for overseas personnel.

Effect further development of mechanical application of Group Hospitalization records and complete mechanization of all Agency insurance records.

Further development and installation of improved procedures for the maintenance of control over unvouchered allotments by both Headquarters and Field Installations.

Revision of unvouchered funds cost report to provide more useful data for Management officials.

X Survey of present systems in Fiscal Division to determine the feasibility of extended utilization of electric accounting machines.

Improve procedures for accounting for advances of unvouchered funds.

Implement procedures to effect control over allotments for transportation of Agency property.

Improve Rotation Program of the Finance Division.